



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	Interviewer: Sue Guenter-Schlesinger	RFA #14 – 19
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU employee		
Requested Assistance Pertaining To (name, position, policy, project, etc.):		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
6/9/2014	[REDACTED] stopped by EOO	Spoke with Lynae Rickman, he would like to meet with someone from EOO.
6/10/2014	Lynae email to [REDACTED]	Thanks for stopping by, providing contact info for Sue and LE. Please call the EOO this afternoon to talk briefly with Sue or LE and schedule a time to meet. Otherwise feel free to email either Sue or LE outlining concerns if that is easier.
6/10/2014	[REDACTED] email to LE	Outlining his concerns, that he feels discriminated against because he did not get a promotion. He also felt he was unnecessarily "written up" for a minor car accident and they trying to fix the dent himself. He also complained about not getting approval for community service leave. He believes this is because he is darker skinned.
6/11/2014	Lynae email to [REDACTED]	LE would like to schedule a time to meet next week.
6/19/2014	[REDACTED] email to Lynae	On regular schedule now, Fridays work best to meet. Let me know what works to schedule.

6/19/2014	LE email to [REDACTED]	Lynae is out, LE could meet Friday, June 27 th or Friday July 11 th .
7/9/2014	Lynae email to [REDACTED]	LE scheduled to meet with [REDACTED] Friday, 7/11, however this is LE's last day in the office so for continuity would be best for [REDACTED] to meet with Laura Langley (LKL) instead. LKL back in office 7/17, can we schedule for Friday 7/18?
7/14/2014	[REDACTED] email to Lynae	[REDACTED] is available Thurs 7/17, not Friday 7/18.
7/16/2014	Lynae email to [REDACTED]	LKL not available 7/17. Asking to schedule for following week.
7/23/2014	[REDACTED] t/c with LKL	Scheduled for [REDACTED] to meet on 7/25 with LKL and SGS.
7/25/2014	SGS & LKL mtg w/ [REDACTED]	[REDACTED] has concerns about being passed up for promotion to [REDACTED], he feels that the [REDACTED] who was promoted was less qualified than himself. Reason provided by [REDACTED] was that [REDACTED] did not have the support of the [REDACTED]. Assistant [REDACTED] cited personal reasons but [REDACTED] did not feel they amounted to anything substantial. [REDACTED] feels there are [REDACTED] who are ethnic minority, who are treated more harshly, perhaps because of their minority status. [REDACTED] thinks that because he has dark skin he may be seen as Hispanic. Options were explained and [REDACTED] agreed for SGS to look into his concerns informally.
8/17/2014	[REDACTED] email to Lynae	Hasn't heard back from SGS or LKL yet. Please ask them to follow up with him, would like concerns figured out in a timely manner.
8/18/2014	SGS t/c with [REDACTED]	SGS calls [REDACTED] and leaves message asking if he got previous phone message and indicating she would like to talk with him at his convenience.
8/20/2014	SGS t/c with [REDACTED]	SGS calls [REDACTED] and reviews with [REDACTED] that he needs to provide reason that he feels personnel actions taken against him are because he's perceived as a minority.
8/26/2014	SGS mtg w/ [REDACTED]	[REDACTED] reiterated his concerns but brought no new information forward. SGS indicated she would meet with Chyerl Wolfe-Lee to talk about his concerns. SGS asked if concerns were brought to HR because many of the issues involve personnel actions [REDACTED] concurred it would be fine for SGS to talk with Chyerl.
8/28/2014	SGS mtg w/ Chyerl Wolfe-Lee	Chyerl said [REDACTED] had spoken with Dennis and Nick and they would send emails. [REDACTED] had performance issues which are the reason for the personnel actions at issue (e.g. damaging [REDACTED] car and repairing it on his own without permission).
8/29/2014	Chyerl email to SGS	Forwarding summary from Dennis Dashiell and Nick Sanchez regarding concerns in [REDACTED] dept.
9/10/2014	Lynae t/c with [REDACTED]	SGS still checking on a few things, and would like to call [REDACTED] on Friday afternoon 9/12/2014. This works for [REDACTED]. He is also available afternoons the following week.
9/11/2014	SGS meeting with [REDACTED]	Provided update to [REDACTED] on informal inquiry.
9/11/2014	Lynae t/c with [REDACTED]	Left voicemail, SGS would like to talk with [REDACTED] this evening if possible. Can [REDACTED] call SGS on her cell phone at 5:30 tonight? Please call Lynae to confirm.
9/11/2014	Lynae t/c with [REDACTED]	Confirmed he will plan to call SGS on her cell phone at 5:30 tonight.

9/11/2014	SGS t/c with [REDACTED]	After talking w/Chyerl and [REDACTED] and understanding the situation, and without additional information from [REDACTED] there is no indication that anyone had a perception that [REDACTED] was of a minority identity or that this influenced personnel actions. [REDACTED] indicated he wanted SGS to look at his performance evaluations and that he would email them to her.
9/12/2014	SGS t/c with Chyerl	Following up on concerns.
9/15/2014	[REDACTED] email to SGS	[REDACTED] emails performance evaluations to SGS.
		SGS closes out with [REDACTED] indicating to him that in spite of his perceptions that he has experienced adverse personnel actions based on race, unless he can bring forward additional evidence there is no evidence of this. He is welcomed to file a formal complaint if he so chooses. [REDACTED] said he would think about it and get back to SGS if he so chooses.